



## **SEMINAR and REGIONAL EVENT PROGRAMME**

### **AUTUMN TERM 2017**

#### **SAFE AND SECURE**

Tuesday 12 September

**A seminar on governors' roles in compliance, safeguarding and reputation management in association with Harrison Clark Rickerbys**

Ellenborough House, Wellington Street, Cheltenham

- ***What's New in the Independent Schools Sector?***  
Richard Harman, General Secretary, AGBIS
- ***Governors' Safeguarding Responsibilities***  
Andy Robinson, Training Secretary, AGBIS
- ***Safeguarding Case Study Exercise***
- ***Compliance – it isn't just about safeguarding – the experts' top five compliance issues that governors should consider***  
Kristine Scott, Charlotte Melhuish and Oliver Daniels, Harrison Clark Rickerbys
- ***Dealing with Issues, Preparing for Crisis and Reputation Management***  
Sarah Pinch, MD Pinch Point Communications and Non-Executive Director of the Health and Safety Executive
- ***Open Q & A to speakers***

#### **MARKETING FOR GOVERNORS**

Wednesday 20 September

**This seminar will consider important aspects of marketing schools and will focus on governors' role in marketing and how they can oversee the establishment and/or development of a highly successful marketing team. Governors and marketing managers are welcome and are encouraged to attend as a team so that they can consider the points raised by the experts in the context of their own schools.**

Victory Services Club, 63-79 Seymour Street, London. W2 2HF

- ***Changing your approach: marketing from the right starting point***  
Hannah Hamilton, Director of External Communications, St Peter's School, York
- ***Marketing scenario - discussion groups***
- ***What should all schools be doing to market themselves***  
Adrienne Forster, Head of Marketing & Admissions, Banstead Preparatory School
- ***Understanding the market – an overview of UK independent schools today***  
Barnaby Lenon - Chairman of the Independent Schools Council
- ***How to develop the marketing team***  
Tory Gillingham, Managing Director AMDIS

## **AGBIS REGIONAL EVENT**

1800 on Monday 2 October

Withington Girls' School, 100 Wellington Rd, Manchester M14

- ***AGBIS Update - on the latest changes affecting independent schools***  
Andy Robinson, Training Secretary AGBIS
- ***Change in Data Protections Regulations – the impact on schools – what governors need to know and what they should be checking now***  
Harry Ewins, Managing Consultant, External Perspective Limited
- ***Inspections – how governors should prepare (and not let the side down)***  
A very short introductory presentation followed by open forum discussions aimed at sharing ideas on how governors can ensure that they are ready for inspections

***Free to members***

## **EVENING SEMINAR FOR GOVERNORS**

1800 on Thursday 12 October

In association with Barlow Robbins this seminar will cover some key legal and regulatory issues facing governors of independent schools

Holiday Inn Guildford, Egerton Road, Guildford, Surrey, GU2 7XZ

- ***Good Governance – how to discharge governors' key responsibilities to their schools (including safeguarding and inspections)***  
Richard Harman, General Secretary, AGBIS  
Andy Robinson, Training Secretary, AGBIS
- ***Governors' Roles in the Proper Handling of Internal Appeals (employment cases, parental complaints and exclusions)***  
Ben Collingwood, Partner Barlow Robbins
- ***Information and Data Security; Legal Requirements and Best Practice for Schools – how to ensure that your school is not caught out when dealing with sensitive information***  
Kenji Batchelor, Associate Barlow Robbins
- ***After the election – what next for independent schools***  
Richard Harman, General Secretary, AGBIS
- ***Open Q&A to all speakers***

## **AGBIS REGIONAL EVENT**

1745 on Wednesday 1 November

Sevenoaks Preparatory School, Godden Green, Sevenoaks, TN15 0JU

- ***AGBIS Update - on the latest changes affecting independent schools***  
Andy Robinson, Training Secretary AGBIS
- ***Inclusive Leadership - The Business Imperative; why governors should promote diversity in their schools***  
Clare Harvey, GB Paralympian and Chief Executive of Diversity Role Models
- ***Inspections – how governors should prepare (and not let the side down)***  
A very short introductory presentation followed by open forum discussions aimed at sharing ideas on how governors can ensure that they are ready for inspections

***Free to members***

## **FINANCE FOR THE NON-FINANCIAL GOVERNOR**

Wednesday 8 November

In association with haysmacintyre - this seminar sets out to demystify schools' finances for those governors from a non-financial background so that can have greater confidence and contribute fully to the governing body's collective responsibility

Offices of haysmacintyre, 26 Red Lion Square, London WC1R 4AG

- ***Financial Responsibilities of a Governor***
- ***Introduction to Statutory Account (the key numbers)***
- ***Breakout Session – practical interpretation of management accounts***
- ***Group feedback – questions for the Bursar and Accountant?***
- ***Financial Risk & Fraud and How to Mitigate***
- ***What Now? – delegate discussions and reflections on how they will apply the knowledge gained during the day***

## **SEMINAR FOR NEWLY APPOINTED GOVERNORS**

Wednesday 15 November

This seminar is the essential introduction to governance for new governors

Victory Services Club, 63-79 Seymour St, London W2 2HF

- ***Governance from the Head's Perspective***  
Jenny Brown, Head of St Albans High School for Girls
- ***Discussion Groups – a chance to discuss some typical issues facing school governors***
- ***Governors' Roles and Responsibilities***  
Richard Harman, General Secretary, AGBIS
- ***The School as a Business***  
Stephen Taylor, Bursar, Uppingham School and former Chairman of the Independent Schools' Bursars Association (ISBA)

## **SETTING UP AN OVERSEAS FRANCHISE**

1730 on Thursday 16 November

In association with RS Academics this seminar will explain all the factors that governors should consider when deciding whether to set up an overseas franchise, or to expand their current operations. It will seek to explode the myth that franchises are just for the very well-known public schools.

Army and Navy Club (RAG Club), 36 Pall Mall, St. James's, London SW1Y

- ***The current climate - a brief update on wider issues affecting the independent schools sector that may impact on franchise decisions***  
Richard Harman, General Secretary AGBIS
- ***Overseas Franchises – how and why? – the benefits and process of establishing an overseas franchise and how to avoid the pitfalls***  
Rob Holroyd, Senior Advisor, RSAcademics and former Head of Repton School
- ***Overseas Franchises – a case study – the approach and lessons learned***  
Dr David Lamper, Executive Head Master, Kent College
- ***Yours questions answered – a chance to ask the presenters and other experts some detailed questions on franchise arrangements***  
Russell Speirs, CEO RSAcademics  
Richard Harman, General Secretary AGBIS  
Steven Jaffe, Governor of North London Collegiate School and NLCS Jeju  
Rob Holroyd, Senior Advisor, RSAcademics and former Head of Repton School  
Dr David Lamper, Executive Head Master, Kent College

# **AGBIS / IAPS CONFERENCE – GOOD GOVERNANCE AND LEADERSHIP OF PREPARATORY AND SMALLER INDEPENDENT SCHOOLS**

Thursday 23 November

Army and Navy Club (RAG Club), London

Sponsored by:



This one day conference will address topics of particular interest to preparatory and smaller independent schools and will include a number of breakout sessions that will be of specific interest to Chairs, Governors and those senior leaders (Heads, Bursars and Clerks) who support good governance. This seminar is specifically designed to provide an opportunity for governors to attend with their senior staff to learn more about matters of mutual interest and to 'compare notes'.

## **Plenary Sessions**

- ***The Macro View – how the Government's aspirations for independent schools and other external factors might impact smaller schools***  
Barnaby Lenon, Chairman of the Independent Schools Council
- ***The Good the Bad and the Ugly – some observations on the style, appropriateness and effectiveness of governance and leadership in the independent sector and what we might learn from them***  
Stuart Westley former General Secretary, AGBIS
- ***Inspections – how to pass muster and use the experience to benefit the school***  
Durell Barnes, former Head of Communications, ISI

## **Breakout Sessions**

- ***Developing Your Head (and other senior staff) – through mentoring, coaching, personal development and appraisals***  
Andrew Trotman, Aspirance Leadership Services
- ***Foundation and Development Funding – exploding the myth that fundraising is just for the larger public schools***  
Mark Coote, External Relations Director, Wells Cathedral School
- ***Conducting Appeals - how to get it right***  
Simon Bevan and Alice Reeve, Veale Wasbrough Vizards
- ***Maintaining Your School's Reputation - how to build resilience and withstand threats***  
Tim Toulmin, Alder Media
- ***The Governance of Safeguarding***  
Matthew Burgess and Barney Northover, Veale Wasbrough Vizards
- ***Making a small school work – how to ensure that your school is financially viable and has a long-term future***  
Richard Flower, Finance and Operations Director, IAPS Supporting You Head
- ***Is Your School Well? – governors and senior leaders responsibilities for the physical and mental wellbeing of staff (including general 'duty of care', ill health and working with children, dealing with serial absenteeism and managing chronic long-term absence)***  
Dr Charlie Vivian, Consultant Occupational Physician, Icarus Health Solutions
- ***Marketing on a Budget – what all school should be doing to market themselves, even if they can't stretch to a professional marketing manager***  
Alicia Coad, Former Marketing Director, Ashville College & AMDIS Director

## **SEMINAR FOR CLERKS TO GOVERNORS**

0945 on Wednesday 29 November

In association with ISBA - this seminar provides a comprehensive guide to the obligations of the Clerk to the Governors, not only the statutory duties, but also the wider responsibilities of the post. The event is designed to provide essential refresher training and updates for experienced clerks as well as being an ideal introduction to clerking for those newly appointed

Victory Services Club, 63-79 Seymour St, London W2 2HF

- ***Good Governance and the Clerk's Role***  
Richard Harman, General Secretary AGBIS
- ***Roles and Responsibilities of the Clerk – and some tips of the trade!***  
Andy Robinson, Training Secretary AGBIS
- ***Group Discussion Topics***
- ***Inspections – How to Support the Governors***  
Kate Richards, Chief Inspector ISI
- ***Key Legal and Regulatory Issues for Clerks***  
Stephen Ravenscroft, Partner, Stone King
- ***Reflections on a Recent Inspection***  
Richard White, Bursar & Clerk to the Governors, Prince's Mead School and Compliance Team Inspector

## **SPRING TERM 2018**

### **CORE RESPONSIBILITIES**

Wednesday 17 January

This seminar for governors will focus on Governors' key responsibilities and how to discharge them effectively and efficiently.

Offices of Mazars LLP, 45 Church Street, Birmingham, B3 2RT

- ***Why Do Parents Value Independent Education - and how do we meet their expectations***  
Richard Harman, AGBIS General Secretary
- ***Discussion Groups - governance structures, oversight and evidence***
- ***Governors' Roles and Responsibilities – a summary of governors key responsibilities and the need for effective oversight (including safeguarding)***  
Andy Robinson, AGBIS Training Secretary
- ***Discussion Group Reports***  
***“Trustees' Financial Responsibilities – and understanding your accounts”***  
Kate Angus, Senior Manager Mazars LLP
- ***Open questions to presenters, tea and depart***

### **AGBIS EVENING REGIONAL EVENT - EAST ANGLIA**

1800 on Thursday 1 February

Norwich School, 71a The Close, Norwich NR1 4DD

- ***Topics and speakers tbc***

***Free to members***

## **AGBIS EVENING REGIONAL EVENT**

1800 on Thursday 8 February

The Beacon, Chesham Bois, Amersham, Buckinghamshire, HP6 5PF

- ***Topics and speakers tbc***

***Free to members***

## **SEMINAR FOR GOVERNORS**

Wednesday 21 February

**A range of short briefings on key legal and regulatory topics that are important for all governors to understand**

Offices of Farrer & Co, 66 Lincoln's Inn Fields, London WC2A 3LH

## **AGBIS AGM and ANNUAL CONFERENCE**

Tuesday 6 March

Drapers' Hall, London

Keynote presentations:

**The Politics of Education - The Rt Hon. the Lord Blunkett**

**The Wider Challenges Facing Independent Schools - Sir David Robert Bell KCB**

## **SEMINAR FOR NEWLY APPOINTED GOVERNORS**

Wednesday 21 March

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Jenny Brown, Head of St Albans High School for Girls
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- ***Governors' Roles and Responsibilities***  
Richard Harman, General Secretary, AGBIS
- ***The School as a Business***  
David Woodgate, CEO of the Independent Schools' Bursars Association (ISBA)

### **Seminar Timings (unless otherwise notified):**

Registration and coffee	10.00
Programme commences	10.25
Tea and depart	15.50

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